

Reports To: Principal/Examinations Manager/ Senior Invigilator

Why	Job Summary To provide support to the examination process take overall responsibility of the exam and invigilators in the absence of the Examinations Manager	
What	Main Responsibilities - To assist in the preparation of the examination room, ensuring the room meets the exam board requirements - To manage candidates entry into the exam room in an appropriate manner - To ensure candidates are fully aware of exam conditions before the exam starts - To ensure the correct identification and registration of candidates - To open and distribute papers in accordance with the exam board Regulations - To read erratum notices where applicable - To notify candidates of the start and finish time of exam - To recording start and finish times - To ensure the attendance register is complete - To deal with candidates not on the register - To deal with late candidates and keep records accordingly - To supervise candidates in a quiet and unobtrusive manner - To respond to candidate queries in accordance with exam regulations - To deal with candidates who may need to leave the exam room - To collect and collate scripts in attendance register order and safely deliver them to the Exams Officer whilst ensuring that all exam equipment and unused papers are collected in - To ensure exam conditions are maintained until candidates are dismissed and have left the exam room - To ensure that the exam room and desks are clear and in good order - To supervise “clash” candidates between exams - To act as a reader or scribe for candidates with access arrangements. - To maintain confidentiality of information acquired in the course of undertaking duties for the Academy - Any other duties deemed appropriate to the role	
How	<u>Competencies</u>	<u>Personal Attributes</u> (level expected when job is conducted to the required standard)
	Framework <i>Seeking to establish the framework and guiding principles; making a positive contribution to the wider life and ethos of the Trust.</i>	Act as role model demonstrating professionalism and consistent high expectations at all times which supports the ethos of the Trust.
		Recognise and respect difference between individuals and play their part in making the Academy/Trust more inclusive.
		Know the local arrangements concerning the safeguarding of children and young people and how to use them.
		Takes responsibility for own Health & Safety, ensuring immediate work environment is safe.
		Act to promote pupils safety and well-being - establish a safe and stimulating environment for all rooted in mutual respect.
		Develop effective professional relationships with colleagues knowing how & when to draw on advice and specialist support.
		Demonstrate consistently the ethos and behaviour which are expected of all.
		Understands why it is important to follow policies and procedures and knows where to find them.
	Development <i>Monitoring, coaching, guiding and supporting teams and individuals, setting examples of desired behaviours.</i>	Participate in training/induction events.
		Create a ‘can-do’ culture to raise aspiration for all.
		Takes responsibility for improving own working practices through appropriate professional development, responding to advice and feedback from colleagues.
	Leading <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Responsive to leadership and direction.
		Acts a role model, upholding professional and courteous manner at all times, including non-promotion of party/political views to the student body.
		Receives direction and is able to follow instructions.
		Completes the tasks assigned which contribute to the delivery of specific results.
Task Management <i>Establishing appropriate courses of</i>	Receives tasks and knows who they are accountable to in their work.	

	<i>action for oneself and others to accomplish.</i>	Prioritises within daily tasks.	
	Communication <i>Providing direction to ensure that the resources are available to achieve results in the most effective way.</i>	Communicates effectively with children and colleagues. An active listener.	
		Is numerate.	
	Problem Solving/Decision Making <i>Able to identify a potential problem, propose and assess solutions and decide upon a course of action.</i>	Identifies problems and looks for support.	
		Participates in team based decisions.	
		Knows, understands and complies with procedures relating to information and confidentiality.	
		Solves problems within own remit which does not affect others.	
		Seeks support when immediate decisions are required.	
Context	Interfaces	Internal/External	Seek opportunities to collaborate with other professionals beyond the Academies and across the Trust.
		English Language Fluency	An ability to converse at ease with all customers and provide accurate advice in order to fulfill all spoken aspects of the role through the medium of spoken English.
		Financial impact/budget	Ensure resources are affordable and available to achieve improvement plans and stated strategic objectives.
	Education, Qualifications and Experience (EQE)	Desirable: Five GCSE's or equivalent A-C Working within an education establishment	
	Safeguarding	All adults employed by the Trust are responsible for safeguarding and promoting the welfare of children they are responsible for or come into contact with. As such, all employees will undergo relevant background checks, including a Disclosure and Barring Service (DBS) Enhanced check with Barred List Check, in order to satisfy our statutory obligations.	
	Data Protection	All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.	

Whilst every endeavor has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.